

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150004-7



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CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

IB Monthly Report

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

15

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies) GEHA Directors,
Advisors, and Officers7. FORMAT (memorandum, form
computer print-out, etc)

Tabular

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

None

10. PREPARING COMPONENT (Include lowest level
contributing information to report)

OP/BSO/IB

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
7/10	\$5.06	.50	\$ 2.53	12	\$ 30.36
5/6	3.67	.25	.92	12	11.04
7/4	4.28	1.25	5.35	12	64.20
7/7	4.67	.25	1.17	12	14.04
11/5	6.49	3.00	19.47	12	233.64
8/7	5.17	1.00	5.17	12	62.04
12/5	7.73	.75	5.79	12	69.48
4/7	3.38	1.00	3.38	12	40.56

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$525.36

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Advise GEHA Board of Directors of status of insurance plans administered
by Insurance Branch.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

☐

CHANGE

☐

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

8 October 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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Chief, Insurance Branch